

**All Councillors are summoned to a**

**BURTON OVERY PARISH COUNCIL MEETING**

**on Tuesday 27<sup>th</sup> September 2022 at 7.30 p.m. at Burton Overy Village Hall**

22/068. Apologies for absence

22/069. Questions from members of the public

22/070. Declarations of Members interests

22/071. To approve as a correct record the minutes of the meeting held on 19.07.22 **Appendix A**

22/072. Matters arising and not on the agenda / Minutes Action List **Appendix B**

22/073. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

22/074. Christmas Tree Arrangements 2022

22/075. Planning applications to consider

Details of the following four applications were circulated to councillors during August. No concerns or comments were raised in relation to these –

- a. 22/00757/FUL – Replacement dwelling, 3 Baileys Lane (amended application)
- b. 22/01146/FUL - Erection of agricultural building – Kingarth Farm, Town Street
- c. 22/01414/TCA – Works to trees – The Chestnuts, Carlton Lane

The following applications are for consideration at the meeting -

- d. 22/01300/CLU - Certificate of Lawfulness of Proposed Development for the use of land as a dog daycare centre, with the erection of fencing and a wooden building, Land at Scotland Lane
- e. 22/01632/FUL – Conversion of redundant farm buildings to ancillary residential accommodation, Manor Farm, Back Lane
- f. 22/01628/TCA – Works to Tree (Fell Sycamore), Manor Farm, Back Lane

22/076. Planning decisions to note -

Enforcement Updates (verbal report)

None currently

Decisions Made

- a. 22/01012/FUL - Erection of oak-framed, single bay garage/garden store, The Old Rectory, Rectory End - APPROVED
- b. 22/01056/FUL – Extensions & alterations, De Noveray House, Rectory End. - APPROVED
- c. 22/01192/TCA – Works to trees, The Coach House, Rectory End – APPROVED
- d. 22/01193/TCA - Works to trees, The Village Hall, Rectory End – APPROVED
- e. 22/00807/FUL – Alterations to combine Stamford Cottage & South End Cottage, The Gravel – APPROVED
- f. 22/01254/TCA – Works to trees (fell), De Noveray House, Rectory End – APPROVED
- g. 22/01301/FUL - Erection of Garage (retrospective) – Yew Tree House, Elms Lane - REFUSED
- h. 22/01480/TCA - Works to trees – Sunnyside, Scotland Lane - APPROVED

Decisions Pending

- a. 22/00597/AGR - Erection of an agricultural building, Land East of Burton Overy Lane
- b. 21/00672 & 673/ FUL – Discharge of Conditions, Ivy Cottage, Rectory End

22/077. Finances

- a. To note the on-line bank statements as at 31.08.22

**Appendix C**

- b. Payments to be agreed / noted during August & September
- c. External Audit – Option to opt out 2023-27

**Appendix D**  
**Appendix E**

22/078. Community Matters

- a. Scotland Thicket – Local Green Space Consultation
- b. Update on Jubilee Mugs / Bench
- c. Update on verge maintenance
- d. Update on discussions with Burton Overy Land Limited
- e. Update on discussions regarding Palfreman's Yard
- f. Defibrillator signage
- g. Phone Box community library maintenance

**Appendix F**

22/079. Correspondence for discussion

- a. The Reading Room – Duchess of Cornwall
- b. Civility & Respect Pledge
- c. Email domain advice – SAAA (SLCC)

**Appendix G**  
**Appendix H**  
**Appendix I**

22/080. Correspondence for information

- a. LCC – installation of seasonal decorations
- b. LCC – Road Closure Notice (temp.) Carlton Lane, 6<sup>th</sup> October

**Appendix J**  
**Appendix K**

22/081. Items for the next Agenda

22/082. To confirm the date of the next meeting – 18<sup>th</sup> October 2022.

22/083. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the parish council website or by contacting the Clerk.

Clerk to the Council  
Tel 07827 797125  
Email: [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)

21.09.22  
[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Thursday 19<sup>th</sup> July 2022 at 7.30pm

- Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Dave Fletcher  
Cllr Bob Pain  
The Clerk
- 22/053 Apologies** – Cllr Nina Garner
- 22/054 Questions from members of the public** – Two members of the public were present in relation to agenda item 22/059 and raised concerns regarding development taking place at Yew Tree House, Elms Lane.
- 22/055 Declarations of interest** – None raised in relation to this meeting.
- 22/056 Approval of Minutes of the parish council meeting on 28.06.22** – Approved and signed by Cllr Warwick.
- 22/057 Matters arising not on the current agenda / Minutes Action Update**  
Cllr Rankine referred to a complaint she had received from a resident regarding the excessive amount of dog waste left on the footpath cutting across the field to the north of the village hall. The chair undertook to draft a relevant notice (for lamination) to be erected on a post at the entrance to the footpath.  
Updates on all actions were noted or were dealt with on the agenda.
- 22/058 Council asset safety checks** – No current issues were reported.
- 22/059 Planning applications to consider** –
- a. **22/01254/TCA** – Works to tree, De Noveray House, Rectory End.  
No objections were raised.
  - b. **22/01304/TPO** – Works to trees, Illston Grange, Illston. It was noted that the majority of trees affected by this application were within the parish of Burton Overy. However, no objections were raised.
  - c. **22/01301/FUL & 22/01302/LBC** – Erection of garage (retrospective) – Yew Tree House, Elms Lane  
The parish council expressed deep concerns that this development had already been completed in contravention of the originally approved planning permission and resolved to object to the proposal having regard to the following factors –  
The adverse impact of the development on both the Conservation Area and the adjacent Listed Building by virtue of the excessive

footprint of the building, the height, scale and massing of the building in such a prominent location adjacent to Elms Lane, the volume of the roof as constructed, the addition of what is clearly a second storey to the building, the obscuration of views of the adjacent Listed Building when approached from the south and the design of the roof which had changed from a low-profile hipped design on all four sides to a much higher semi-gabled structure. In summary, the parish council felt that this was a totally inappropriate building in this specific location. The parish council also expressed concerns over the actions of the owner in continuing with the erection of this structure in contravention of the originally approved planning application in 2017.

**22/060**

**Planning decisions taken by HDC**

The following enforcement issues were discussed –  
Establishing of a ‘doggy day care’ business on land at Scotland Lane. It was noted that HDC planning enforcement team had advised that a planning application had now been submitted but that it was incomplete and had not yet been validated in relation to the change of use of the relevant land.

The following decisions were noted –

- a. **21/02079/FUL & 21/02080/LBC** – Demolition of existing front boundary wall and erection of low-level boundary wall and railings above, with new vehicle & pedestrian gated access; The Old Coach House Main Street. – APPROVED
- b. **22/01012/FUL** – Erection of oak-framed garage / store, The Old Rectory, Rectory End – APPROVED

The following decision remained pending -

- a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane
- b. **22/00757/FUL** – Replacement of dwelling, 3 Baileys Lane
- c. **22/01056/FUL** – Extensions & alterations, De Noveray House, Rectory End
- d. **21/00672 & 673/ FUL** – Discharge of Conditions, Ivy Cottage, Rectory End
- e. **22/00807/FUL** – Alterations to combine Stamford Cottage & South End Cottage, The Gravel

**22/061 Finances –**

- a. The first quarter budget out-turn position (as at 30<sup>th</sup> June 2022) was presented and noted along with the bank reconciliation at 30<sup>th</sup> June 2022.
- b. The bank statements as at 30<sup>th</sup> June 2022 were noted and endorsed, with balances showing Reserve Acct - £8,500.29; Current Acct - £4,953.51.

- c. Payments and receipts (to be) made during July (See Annex A) were considered and endorsed / approved for payment.

**22/062      Community Matters**

- a. £190 had already been collected from people who had purchased Jubilee mugs and a further £310 was expected from people who had yet to collect them. The Chair and Cllr Rankine undertook to make contact with the people yet to collect their mugs.

The clerk presented details of a quote received from Harborough DC for the installation of the base for the Jubilee bench in the sum of £257.65 + VAT. The council agreed to accept this quote and the clerk was asked to make progress with the matter including the installation of appropriate ground anchors to secure the bench to the base.

The chair noted that Harborough DC had asked for photographs of street furniture and other platinum jubilee memorabilia which had been installed or distributed with the help of grant assistance from the district council. He undertook to provide copies of these for the clerk to submit to HDC and Cllr Rankine undertook to provide photographs of the new village planters.

- b. Cllr Pain provided details of the quotation from TLR landscaping for the minor verge and hedge maintenance detailed at the last meeting. The clerk had sought further information from Great Glen Parish Council in relation to the maintenance of their open spaces and it was resolved to proceed with the quote received from TLR Landscapes within the envelope of the agreed budget.
- c. Cllr Pain reported that he had researched the ownership of land at Banks Field (off Main Street) and proposed that an informal meeting be set up in the first instance with a representative (P Hadfield) of Burton Overy Land Limited to explore whether the land could be put to better community use. The chair undertook to set up a relevant meeting.
- d. The clerk indicated that he was still awaiting a reply from the owner of Palfreyman's Yard regarding a future meeting.
- e. Proposals for updating the signage for the defibrillators was discussed and the chair undertook to retrieve existing signage and assess what was needed in the various locations around the village. Cllr Pain also undertook to make contact again with SADS.
- f. The clerk presented the quotations received for the re-painting and the internal fit-out of the telephone box book library. The total estimated cost of both of these items of work was over £1300 and the clerk was asked to investigate whether any grant streams may be available for such works.

**22/063      Correspondence for Discussion**

- a. The clerk advised that he had received confirmation from the director of Planning at HDC that the Conservation Officer post at Harborough DC had been discontinued. This was noted with extreme disappointment by the council having regard to the conservation status of Burton Overy village.

**22/064 Correspondence for Information**

- a. The clerk reported that the recently established insurance cover with BHIB carried the benefit of free subscription to Parish Online, a GIS system which is used extensively by parish and town councils, particularly in relation to neighbourhood planning. The clerk was asked to circulate access details to the system to parish councillors to allow them to investigate the system.

**22/065 - Items for the next agenda –** No items were identified at the meeting.

**22/066 - Date of next meeting –** 20<sup>th</sup> September 2022 (unless any contentious planning matters needed attention prior to this)

**22/067 - Exclusion of the Public**

No confidential matters were considered at the meeting.

**Signed**

**Date**

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**Annex A**

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
33	VAT Refund	5 Income	5.2 - Misc	07.07.22	I			956.12	
34	HDC Lotto	5 Income	5.2 - Misc	12.07.22	I			2.00	
35	Bank Interest (July)	5 Income	5.2 - Misc	12.07.22	I			0.07	
35	Jubilee Mugs	2 Community	2.1 - Projects	14.07.22	E	221.25	44.25	265.50	
36	Dog Waste Bin Emptying (Apr-Jun)	2 Community	2.3 - Dog waste bins	20.07.22	E	95.70	19.14	114.84	
38	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.07.22	E	134.80	0.00	134.80	
39	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.07.22	E	202.71	0.00	202.71	
40	Plusnet Broadband	1 Administration	1.2 - Broadband	28.07.22	E	24.06	4.81	28.87	
41	Vodafone Mobile	1 Administration	1.9 - Telephone	28.07.22	E	8.33	1.67	10.00	
<b>Monthly Total</b>						<b>686.85</b>	<b>69.87</b>	<b>756.72</b>	<b>958.19</b>

## BURTON OVERY PARISH COUNCIL

### COUNCIL MEETING ACTION LIST – July/Aug 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
<b>21/169b</b>	Schedule item for September meeting agenda regarding Christmas tree	Clerk	Pending (until Sept)
<b>22/056</b>	Post the agreed June minutes and the draft July minutes on website	Clerk	Posted online – 31.07.22
<b>22/059c</b>	Submit comments to HDC planning regarding application 22/01304/FUL (Yew Tree House, Elms Lane)	Clerk	Submitted – 26.07.22
<b>22/061c</b>	Make payments agreed at the meeting.	Clerk	Payments made when due.
<b>22/062a</b>	Circulate additional Jubilee Mugs to residents and collect payments Commission HDC to install base for Jubilee bench Supply photographs and narrative to HDC re grant projects in the village	Cllrs Warwick, Rankine Clerk  Chair, Clerk & Cllr Rankine	Completed – 15.08.22 Installed – 02.08.22  Sent by email – 26.07.22
<b>22/062b</b>	Commission TLR Landscapes to undertake verge & hedge maintenance works as agreed within existing budget provision	Clerk	Email order sent – 05.08.22
<b>22/062c</b>	Chair to arrange informal meeting with director of B O Land Limited to discuss future potential uses of their land in the village.	Cllr Warwick	
<b>22/062d</b>	Make arrangements for Chair, Clerk & Cllr Pain to meet with Mr Palfreyman	Clerk	Meeting – 12.08.22
<b>22/062e</b>	Chair to retrieve defib signage & assess what new ones required (prior to clerk procuring these)	Chair / Clerk	Agenda item - September
<b>22/062f</b>	Clerk to make enquiries regarding any grant assistance that may be available for refurb of the phone box.	Clerk	Emails to LCC & HDC 20.07.22
<b>22/063</b>	Clerk to incorporate comment expressing concerns re the dis-establishment of the Conservation Officer post at HDC in the submission referred to in 22/059c above	Clerk	Separate email of concern sent – 26.07.22
<b>22/064</b>	Clerk to circulate access details for Parish Online to councillors	Clerk	Circulated – 26.07.22
	Correspond with SADS to settle JustGiving account.	Clerk	Pending until November

Burton Overy Parish Council  
9 LLOYD GEORGE AVENUE  
KIBWORTH BEAUCHAMP  
LEICESTER  
LEICESTERSHIRE  
LE8 0UZ

## Your Account

**Sort Code** 30-94-97  
**Account Number** 00228552

## TREASURERS ACCOUNT

01 August 2022 to 31 August 2022

<b>Money In</b>	£502.00	<b>Balance on 01 August 2022</b>	£4,134.31
<b>Money Out</b>	£581.38	<b>Balance on 31 August 2022</b>	£4,054.93

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
12 Aug 22	R WARWICK R WARWICK 300000000985089312 301597	FPI	310.00		4,444.31
16 Aug 22	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		4,446.31
18 Aug 22	WEL MEDICAL LIMITE CD 7317	DEB		204.00	4,242.31
26 Aug 22	HMRC - ACCOUNTS OF 400000000993072775	FPO		134.80	4,107.51
26 Aug 22	P WOODWARD 300000000991641641 SALARY	FPO		202.71	3,904.80
26 Aug 22	WOODWARD P&J/ROY MUGS PW 07140545836814000R	FPI	190.00		4,094.80
30 Aug 22	VODAFONE LTD 7069873224- 1001	DD		11.00	4,083.80
30 Aug 22	PNET3122091-1 PNET3122091- 1	DD		28.87	4,054.93

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			





## BUS BANK INSTANT Statement

Printed: 31 August 2022

**Burton Overy Parish Council** Sort code 30-94-97 Account number 07249083  
 9 LLOYD GEORGE AVENUE  
 KIBWORTH BEAUCHAMP  
 LEICESTER  
 LEICESTERSHIRE  
 LE8 0UZ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Aug 22	INTEREST (GROSS)		0.31		9456.80

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/).

## COMMITTED AND ANTICIPATED EXPENDITURE – AUG/SEPT 2022

AUGUST						EXPENDITURE			INCOME
43	Bank Interest (Aug)	5 Income	5.2 - Misc	12.08.22	I				0.31
44	Sale of Jubilee Mugs (RSW)	5 Income	5.2 - Misc	12.08.22	I				310.00
45	HDC Lotto	5 Income	5.2 - Misc	12.08.22	I				2.00
46	Defib Battery (WEL Medical)	2 Community	2.2 - Defibrillator	17.08.22	E	170.00	34.00	204.00	
47	HMRC - PAYE (Aug)	3 Staffing	3.2 - PAYE	26.08.22	E	134.80	0.00	134.80	
48	Clerk - Salary (Aug)	3 Staffing	3.3 - Salaries	26.08.22	E	202.71	0.00	202.71	
49	Sale of Jubilee Mugs (PW)	5 Income	5.2 - Misc	26.08.22	I				190.00
50	Plusnet Broadband	1 Administration	1.2 - Broadband	28.08.22	E	24.06	4.81	28.87	
51	Vodafone Mobile	1 Administration	1.9 - Telephone	28.08.22	E	9.17	1.83	11.00	
Monthly Total						540.74	40.64	581.38	502.31
SEPTEMBER						EXPENDITURE			INCOME
52	Computer Backup (Astley Computers)	1 Administration	1.7 - IT Backup	05.09.22	E	140.00	0.00	140.00	
53	Jubilee Bench Base	2 Community	2.1 - Projects	05.09.22	E	277.64	55.53	333.17	
54	Bank Interest (Sept)	5 Income	5.2 - Misc	09.09.22	I				0.40
55	HDC Lotto	5 Income	5.2 - Misc	13.09.22	I				2.50
56	Precept (2)	5 Income	5.1 - Precept	14.09.22	I				6,863.00
57	Cllr Training - LRALC	3 Staffing	3.5 - Staffing	22.09.22	E	45.00	0.00	45.00	
58	HMRC - PAYE (Sept)	3 Staffing	3.2 - PAYE	28.09.22	E	134.80	0.00	134.80	
59	Clerk - Salary (Sept)	3 Staffing	3.3 - Salaries	28.09.22	E	202.71	0.00	202.71	
60	Plusnet Broadband	1 Administration	1.2 - Broadband	29.09.22	E	24.06	4.81	28.87	
61	Vodafone Mobile	1 Administration	1.9 - Telephone	29.09.22	E	9.17	1.83	11.00	

## **Option to opt out of the SAAA central external auditor appointment arrangements**

11/08/2022

**Dear Clerk/RFO/Chairman, Burton Overy Parish Council,**

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within 8 weeks of this communication but no later than 28 October 2022; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

### **Opting-out**

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

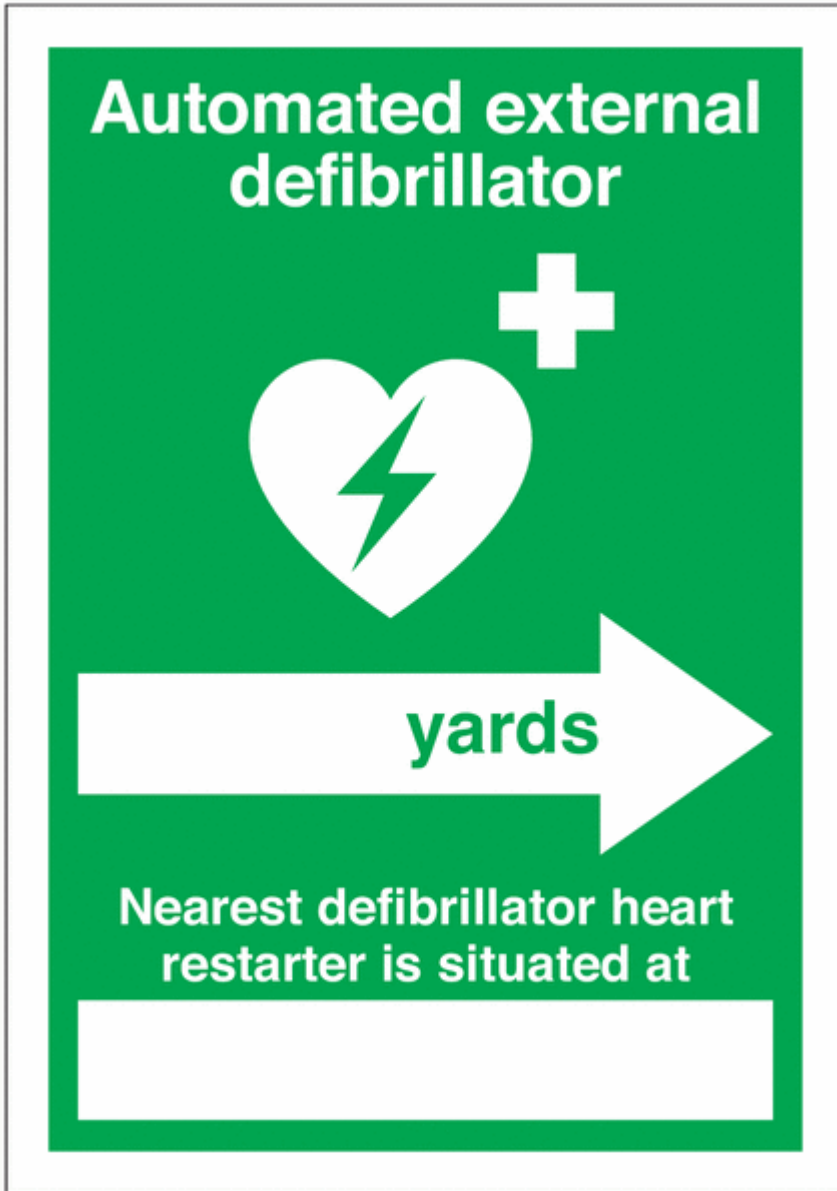
An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) MUST appoint an appropriate external auditor;
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

Regards,

admin@saaa.co.uk



A5 Polyester Luminescent ((FA061A5PLV) - 1 – 4 = £9.18

A4 Rigid Plastic Luminescent (FA061A4RPH) - 1 – 4 = £23.75 each  
5 – 9 = £22.56 each

HRH The Duchess of Cornwall's Reading Room

From: Eva Haghighi <eva.haghighi@duchessofcornwallsreadingroom.com>

Sent: Tue, 5 Jul, 2022 at 16:56

To: clerk@burtonoverypc.org.uk

Dear Phil,

I'm getting in touch from The Reading Room, a book club launched by Her Royal Highness The Duchess of Cornwall. I wonder if you can help?

We are organising a drop of free books into community 'phone box libraries' (red telephone boxes which have been converted in community book swaps) and understand that there is one at this address:

Main St  
Burton Overy  
Leicester  
LE8

As a representative of your community, we wondered whether we might send you two books to put into this library? If you have the time, we'd also love to have a photo of the books in their new home, which we can share on our Instagram account (@duchessofcornwallsreadingroom) during July.

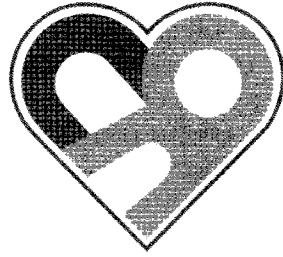
Any assistance you can give would be very much appreciated. We hope that your local community will enjoy the books.

Best wishes,

Eva  
Eva Haghighi  
Production Co-Ordinator,  
The Duchess of Cornwall's Reading Room

[www.duchessofcornwallsreadingroom.co.uk](http://www.duchessofcornwallsreadingroom.co.uk)

Please be aware that I work Tues-Thurs and may be slower to reply outside of these times.



# Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

## WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE



Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.

Visit our dedicated webpages for more information -

[www.slcc.co.uk/news-publications/civility-respect-project](http://www.slcc.co.uk/news-publications/civility-respect-project) & [www.nalc.gov.uk/our-work/civility-and-respect-project](http://www.nalc.gov.uk/our-work/civility-and-respect-project)

## CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



**BREAKTHROUGH COMMUNICATION**  
SPECIALISTS IN CONNECTING TOWN & PARISH COUNCILS WITH THEIR COMMUNITIES

**Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.**

There are separate packages for officers and councillors, to book your place visit [www.breakthroughcomms.co.uk/civility-respect/](http://www.breakthroughcomms.co.uk/civility-respect/)

**\*\*Resilience and Emotional Intelligence - What it means in practice for clerks and council officers\*\***

*Delegate fee: £30*

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

**\*\*Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively\*\*** *Delegate fee: £30*

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.

**\*\*Respectful Social Media — How to deal with attacks and negative engagement\*\***

*Delegate fee: £30*

Explore different methods and strategies for dealing with negative attacks on social media and methods to keep control of social media output. We will consider how we come across on social media as councils and individuals, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media, depending on our role. For councillors, there are suggested dos and don'ts and how to be effective on social media, whilst considering issues around the Code of Conduct. For officers will explore how the council can demystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



**BECKYWALSH**

There are separate packages for officers and councillors, to find out more and book your place visit [www.slcc.co.uk/news-publications/civility-respect-project](http://www.slcc.co.uk/news-publications/civility-respect-project) & [www.nalc.gov.uk/our-work/civility-and-respect-project](http://www.nalc.gov.uk/our-work/civility-and-respect-project)

**\*\*Civility and respect — Uncovering the issues for the public sector\*\***

*Delegate fee: £15*

Condescending comments, demeaning emails, disrupting meetings, reprimanding publicly, talking behind someone's back, the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. Explore the issues we face in our council role, the impact and how to handle these types of situations.

**\*\*What makes people become challenging?\*\*\***

*Delegate fee: £15*

Dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand. Explore real situation scenarios and what to do in each of them.

**\*\*Personal resilience and self-protection\*\***

*Delegate fee: £15*

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations. Each of the webinars will give real situation scenarios and what to do in each of them.

**\*\*Understanding psychopathic and narcissistic behaviour\*\***

*Delegate fee: £15*

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. Real situation scenarios and what to do in each of them will help you spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd  
Supporting Local Governance

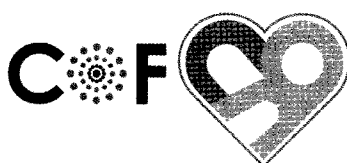
There are separate packages for officers and councillors, to find out more and book your place visit [www.slcc.co.uk/news-publications/civility-respect-project](http://www.slcc.co.uk/news-publications/civility-respect-project) & [www.nalc.gov.uk/our-work/civility-and-respect-project](http://www.nalc.gov.uk/our-work/civility-and-respect-project)

**\*\*The (New) Code of Conduct\*\***

*Delegate fee: £15*

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, how to effectively implement the code at a local level, the practical implications of working with it and look at the guidance which sits alongside it. This is an interactive session and you are invited to ask questions about any aspect of the code.

Please visit our dedicated civility and respect pages for details on booking and for lots more information and support [SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)





## 1. SAAA Correspondence on Email addresses

The Smaller Authorities' Audit Appointments (SAAA) Chairman, Mike Attenborough-Cox has asked me to pass on a message about council email addresses as follows:

You will recall, over the last few years, we have impressed on authorities the importance of having a generic email address, preferably a .org.uk or a .gov address. This enables the Council, in addition to the clerk/RFO, to have access to email communications for example, from the Council's auditor if the clerk/RFO is away or resigns.

It is also important the Clerk/RFO should not have the council's owned generic email address linked to their own personal email address or the Clerk/RFO creates a council's address in their own personal account for example clerkmiltonpc@gmail.com. Forwarding or pointing such addresses often prevents emails being received or even sent.

It has been brought to our attention that the clerk/RFO in over 1000 authorities have personal gmail accounts and a significant number still also have yahoo, hotmail, BTinternet service providers and as a result of filters imposed by those service providers may prevent batch email communications, e.g. from admin@saaa.co.uk being delivered and hence communicating who their new auditors will be for the next five years.

I would be grateful if you could take the following action as a matter of urgency: all authorities with properly owned domains (usually owned for their website and ending in.org.uk etc.) to create relevant email addresses for their clerk and not to just point them to a personal gmail (or other) email address. To reiterate the mail address should be an authority owned generic e-mail address – for instance 'ABCparishcouncil@hotmail.com' is a generic council address but not an authority owned generic e-mail.

Sincerely,  
SLCC Branch Chairman – Leicestershire & Rutland

## 2. Updated - .gov.uk domain guidance is now live

From: Leicestershire and Rutland SLCC <Leicestershire@slcc.co.uk>  
Sent: Thu, 14 Jul, 2022 at 14:10

Following the presentation at Stoney Stanton in March, we've received the below email from the Government Digital Office.

I'm passing the information along so it may be of use to you and your councils.

Don't forget, the advice in the March 2022 edition of the Practitioners Guide says:

***5.205. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.***

***5.206. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.***

Kind regards

Stuart Bacon

SLCC Branch Chairman – Leicestershire & Rutland

Tel: 01455 844 539

Mob: 07875 291 366

Email: Leicestershire@slcc.co.uk

## **LCC Application process for installing Seasonal Decorations - S178licence**

From: ETD Special Projects <ETDSpecialProjects@leics.gov.uk>

Sent: Mon, 5 Sep, 2022 at 09:17

To: Parish Clerks

Now summer is drawing to a close and we are moving towards the festive period, it might be worth remembering that if you are wanting to install seasonal decorations, lights or ornaments over, along or across a public highway you must apply for a S178 licence from Leicestershire County Council, this is in accordance with Section 178 of the Highways Act 1980.

The guidance for the application process for a S178 licence can be found as an attachment to this email and can also be found on line, this covers any apparatus that you may propose to attach to a street lighting column owned by Leicestershire County Council.

Your completed application must be received at least 8 weeks in advance of the proposed installation date. The Council will endeavour to process your application as soon as practicable thereafter. Late applications risk not being approved in time for your event.

LCC Highways

Friday, 16 September 2022

Dear Sir/Madam

**ADVANCE NOTICE OF A TEMPORARY TRAFFIC REGULATION ORDER.**

A Temporary Traffic Regulation Order (TTRO) is to be made for the following location: Carlton Lane, Burton Overy (see weblink or QR code below). The purpose of the TTRO is to allow **Leicestershire County Council** to facilitate **cattle grid repair works**.

The TTRO will incorporate a temporary road closure.

The duration of the restriction is not anticipated to exceed a period of 1 day commencing on the 6<sup>th</sup> October 2022.

A Press Release will be issued to confirm these details approximately 2 weeks prior to the works commencing.

Should you require any further information please reply to this e-mail raising any specific concerns you may have.

Yours faithfully

Network Management Team  
Leicestershire County Council Highways

Weblink: <https://one.network/?tm=GB130873471>



Information on roadworks in Leicestershire can be seen at <https://one.network>

**Environment and Transport Department**  
**Network Management Team • Arbor Road • Croft • Leicestershire • LE9 3GE**  
**Telephone: 0116 305 0001 • Email: [networkmanagement@leics.gov.uk](mailto:networkmanagement@leics.gov.uk)**